

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

September 28, 2001

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

- I. PHOTOGRAPH - DEFINED.** The definition of "photograph" in the Department Manual refers only to film-based, photographic prints which has raised recent legal challenges. The definition of "photograph" is expanded to include electronically captured images.

The use of the term "photograph" is expanded to include visual images that are either film-based or electronically captured (e.g., digitally-generated images, videotape stills, laser copies of image sources, etc.). All Manual references to photographs shall now include electronically captured images.

AMENDMENTS: This Order amends Section 0/030 of the Department Manual.

AUDIT RESPONSIBILITY: There is no audit associated with this directive.

II. JUVENILE PERSONAL SERVICE CITATIONS PROCEDURE - REVISED.

To streamline Department operations and ensure a more timely filing of traffic-related juvenile cases, each Traffic Division, Detective Section is now responsible for performing the following additional duties:

- * Upon issuance of a personal service citation for an alleged traffic violation(s) from information contained in a traffic collision report(s) or follow-up investigation(s), the investigator shall assign a court date from the Los Angeles Police Department Citation Guide, Form 16.65.0 and mail a notification letter to the juvenile's parent/guardian. The white copy of the personal service citation shall be forwarded with the notification letter.

Note: If the involved juvenile comes to the issuing division with his/her parent or guardian prior to the notification being mailed, the handling investigator

should have the juvenile sign the citation. A note of the parent or guardian's notification shall be made in the narrative portion of the citation. The investigator is not required to send the notification letter to the juvenile once the citation is signed.

- * Forward the completed personal service citation and attached filing documentation to the Traffic Court Liaison Unit, TCS, for filing with the Superior Court.

AMENDMENTS: This Order amends Section 2/715.06 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each traffic division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. FUGITIVE WARRANT SECTION, DETECTIVE SUPPORT DIVISION FUNCTIONS - REVISED. The investigative responsibilities of Fugitive Warrant Section (FWS) and Department entities handling the service of warrants are revised.

In accordance with Department Manual Section 4/725.09, when an arrest warrant is obtained, FWS shall be responsible for making a systematic, continuing effort to apprehend the suspect. Fugitive Warrant Section shall be responsible for the due diligence of narcotic warrants and those warrants obtained by operations support division investigators, with the exception of homicide and juvenile warrants. The following Department entities are responsible for the due diligence and service of the warrants they generate:

- * Traffic divisions;
- * Detective Headquarters Division;
- * Financial Crimes Division;
- * Robbery-Homicide Division;
- * Burglary-Auto Theft Division;
- * Detective Support Division;
- * Juvenile Division;
- * Internal Affairs Group;
- * Organized Crime and Vice Division;
- * Anti-Terrorist Division; and,
- * Arson Unit of the Los Angeles Fire Department.

AMENDMENTS: This Order amends Sections 2/643.31, 4/725.09, and 4/725.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"